

## **Deal Jacket and Audit Basics**

### **(What you should have available)**

**Interim Plates Users** – customer log (online or paper)  
minimum last 12 months\*

#### **Title work**

*The dealer should have titles assigned to the dealership, completed consignment form, or auction slips for all vehicles available for sale*

#### **Deal Jackets**

*Each deal jacket should contain all relevant documents relating to the sale of the vehicle, which include but are not limited to:*

Bill of sale, Form ST108 (retail only), ST108e (retail only),  
copy of reassigned title, Financing agreements, Auction Slips,  
Branded title information, Certificate of Origin (new cars only)  
Verifiable export documents  
Consignment agreements 21 Day affidavit (if title was not  
provided at time of sale to consumer) and any other documents  
necessary to support the circumstances of the sale or  
transaction.

#### **Other documents**

Insurance policy and bond  
Your license

#### **What we need when we arrive**

A chair and desk for investigator to use  
Access to your records  
Utility, copier, computer access (if applicable)

***Reminder that failure to have available accessible books and records could result in a failed audit. A failed audit may result in the imposition of license penalties or other consequences. \*Interim plate log record should be kept for three years 75IAC 4-2-12 Consignment agreements three years 75 IAC 2-2-13***